

GOVERNING BOARD POLICY MANUAL
Section 200 – GOVERNING BOARD BYLAWS

NOTE: Regulations associated with specific policies are in italics

Principles of Administration	201
Appointment and Qualifications of Executive Director	202
Role of Executive Director	203
Evaluation of Executive Director	204
Central Administration	208
School Administrative and Supervisory Personnel	209
Line and Staff Relationships	211
Temporary Committees	212
Adoption and Review of Administrative Procedures	213
Investigation and Research by Non-School Agencies	214
Staff Communications	215
Emergency Closings	216
School Governing Board Internal Audit Administrator	217

Principles of Administration

- A. The organization of the school staff shall be unified and directed by the Executive Director.
- B. Instruction of students is the major function of the school. It shall be the deliberate endeavor of the administrative and supervisory staff to recognize the contribution which each segment of the administrative group makes toward the actual improvement of instruction. Administrative policies facilitate the instruction of pupils by teachers in classes or under school supervision. The administration not only coordinates all working relationships, but also integrates such functions as maintenance, food services, transportation, purchasing and supply accounting, curriculum direction, and special education services with actual instructional needs.
- C. The Governing Board recognizes that since the education of children is a shared responsibility of educators, parents, and the public, each of these parties should be actively involved in the decisions concerning the school. Accordingly, the Governing Board confirms its commitment to cooperative leadership at the division, department, and school building level to facilitate meaningful opportunities for the Executive Director, members of the school staff, parents, and members of the community to meet together to discuss and to make decisions about school issues. Among these issues are the school program, program implementation strategies, the evaluation of the success of school efforts, the daily operation of the school, and support for group efforts to improve the school.
- D. Staff organization shall be based upon services to be rendered by the school.
- E. In accordance with the above the Governing Board recognizes the following functions within the school:
 - 1. Legislative service - to be performed by the Governing Board with the aide of the Executive Director.
 - 2. Administrative service - to be performed by executives and staff and shall be the responsibility of the Executive Director.
 - 3. Instructional service - to be performed by certificated staff supervised by administration and supported by non-certificated staff and community volunteers.
 - 4. Fact-finding, evaluation, interpretation, and planning service - to be performed by specifically assigned personnel and by each and all who are engaged to serve in the school with appropriate reporting to the Governing Board through the Executive Director.

5. Judicial service - to be performed by the Governing Board as necessity demands in fulfilling its role as the final review and appeal body of the school.
6. Legal advisory service - to be performed by an attorney-at-law.
7. Public information service - to be performed by personnel specifically responsible to the Executive Director.
8. Financial service - to be performed by budget and accounting specialists under direction of the Executive Director and as prescribed in Article VII and Article IX of the ARGS Constitution.
9. Operations and facilities - to be performed by a staff of specialists including engineers, technicians, dieticians, accountants, and others under the direction of the Executive Director.
10. Secretarial and clerical service - to be performed by secretaries, clerks, accountants, and others under the direction of the Executive Director.

Revised: August 14, 2014
Approved: September 13, 2007

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-70, 22.1-253.13:7.

Appointment and Qualifications of Executive Director

The appointment and qualifications of the Executive Director are specified in Article VI, §§ 1, 2, and 3.

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Legal Reference: Code of Virginia, §§ 22.1-58, 59 and 60
8 VAC 20-21-590 Division Superintendent License

Role and Duties of the Executive Director

A. Generally

In addition to the administrative and management responsibilities specified in this policy, the Executive Director shares with the Governing Board a primary leadership role. The role of the Governing Board is to establish with the community a vision for ARGS and to support achieving that vision through policy-making, planning and goal setting, and monitoring and evaluating the school's progress toward achievement of the vision. The Executive Director works in partnership with the Governing Board to develop the vision, establish the strategic goals for achieving the vision, and ensure the school makes progress toward meeting those strategic goals. Together the Governing Board and Executive Director must meet the challenges of an increasingly diverse student population and an accelerated pace of social and economic change. The Governing Board and Executive Director commit to a partnership focused on ensuring the success of each student, employee, school, and the overall community.

Administratively, the Executive Director works under the policy direction of the Governing Board and reports to the Governing Board through the Chairman. The Executive Director is responsible to the Governing Board for organizing and allocating the resources of the school system consistent with the stated mission of Chesterfield County Public Schools and the Governing Board-approved goals for vision achievement. Further, the Executive Director is responsible for the performance of the school system within the budget approved by the Governing Board.

In fulfilling these responsibilities, the Executive Director shall serve as the chief educational and executive officer of **ARGS** and shall possess the authority to discharge those duties defined in statute, the regulations of the State Governing Board of Education, and the policies of the Governing Board.

B. Duties of the Executive Director – The Executive Director shall:

1. Enforce the policies of the Governing Board, and monitor and report to the Governing Board on policy implementation where requested and needed by the Governing Board. The Executive Director may also provide additional reports to the Governing Board;
2. Attend meetings of the Governing Board and such meetings of Governing Board committees as directed by the Governing Board, except for those meetings held to discuss the Executive Director's performance or salary;
3. Report on a regular basis to the Governing Board on the status of school goals, challenges confronting the school, and the quality and efficiency of operations;
4. Ensure compliance with state and national accountability standards for student achievement;
5. Oversee the instructional program, including the provision and evaluation of curriculum, textbooks, supplies, and supervision within the framework of the regulations of the State Board of Education and the goals and policies of the Governing Board;
6. Oversee department and school planning tied to the six-year plan with a focus on continuous improvement of student achievement.
7. Oversee emergency planning for the school including, but not limited to, the development of school and departmental emergency plans.

8. Oversee the provision of a staff development program for employees, consistent with professional growth plans and within the budget approved by the Governing Board, to include the authority to employ lecturers or consultants, grant temporary leaves, approve travel, and develop professional libraries.
 9. Control and exercise general supervision of the school and individual departments of the school by approving plans and procedures as may be proposed by Executive Director.
 10. Recommend for Governing Board approval the establishment or altering of attendance boundaries for the school.
 11. Nominate all employees of the school to be approved by the Governing Board. The Executive Director shall define their duties, assign them to their various positions, recommend salaries consistent with any pay plan adopted by the Governing Board, and ensure performance evaluation consistent with State Board of Education guidelines.
 12. Consistent with the statutes, assign, transfer, suspend and recommend for promotion or dismissal any employee of the school.
 13. Assign teachers to positions in the best interest of the school and transfer employees at any time when such transfers are in the best interest of the school.
 14. Consolidate classes, assign students to classes, and may, for cause, suspend students from school. The expulsion of any student shall be subject to recommendation of the Executive Director and must be approved by the Governing Board.
 15. Recommend an annual school calendar to the Governing Board for approval.
 16. Ensure the school, including oversight of activities related to plans and specifications; site acquisition; renovation, construction and equipping of buildings; and responsibility for conducting research studies and surveys to determine building needs and providing the necessary physical plant for the operation of the school.
 17. Define the school's organizational structure.
 18. Establish and maintain a program of public information designed to educate the general public and staff about the vision, mission, goals, programs, and policies and procedures of the school.
 19. Promote a positive atmosphere in the school focused on student, employee, school, and community success.
 20. Fiscally manage the school consistent with statutes, State Board of Education regulations, the County Charter, and relevant financial policies of the Governing Board.
 21. Represent the Governing Board with federal, state, and local elected and appointed officials, facilitating a favorable working relationship among all parties.
- C. Delegation of Authority – The Executive Director may delegate duties to subordinate officers or employees as required for the effective administration of the school except in such matters where the statutes or policies of the Governing Board prohibit. Work completed upon delegation of the Executive Director shall be deemed as having been done by the Executive Director. All reports or recommendations to the Governing Board from any employee under the direction of the Executive Director shall be made first to the Executive Director unless otherwise directed by the Governing Board.

- D. Governing Board- Executive Director Relationship – The Governing Board and Executive Director share a partnership to achieve the vision and accomplish the mission of the Appomattox Regional Governor’s School. The basic principle for division of duties and responsibilities is that the policymaking powers and functions shall belong to the Governing Board. The Executive Director has the regulatory powers as delegated by the Governing Board and the administrative authority to fulfill the duties enumerated previously in Section A. Given the overarching partnership that exists, the Governing Board shall consult with the Executive Director on matters of policy and the Executive Director acknowledges that Governing Board members, as elected officials, have an interest in the resolution of administrative and procedural issues that may impact their constituents. This partnership means that both the Governing Board and Executive Director commit to ongoing communication to resolve issues that impact ARGS.

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Approved: September 13, 2007

Legal Reference: Code of Virginia, §§ 22.1-69, -70, -277, -293, -295, -305, -309, -315

Governing Board Bylaw 121 Formulation and Adoption of Regulations

Evaluation of the Executive Director

The Steering Committee and Executive Director are primarily accountable for leading ARGS to achieve the vision and accomplish the mission. Leading the school requires the School Steering Committee and Executive Director to focus on student achievement and work in partnership on mutually agreed upon strategic goals tied to the Governing Board-approved vision and mission.

The Steering Committee shall evaluate the Executive Director annually on the progress made. The Steering Committee will use certain performance indicators related to the criteria and multiple sources, which have been mutually agreed upon, in assessing the Executive Director's performance.

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Legal Ref.: Code of Virginia, § 22.1-60.1, § 22.1-253.13:5
State Governing Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendent Executive Directors (2000)

ADMINISTRATION 208

The Administration

The administrative and supervisory personnel, authority, and the services that are concerned with the school as a whole shall be referred to as the administration.

The administration shall include the Executive Director and other administrative officers as indicated by the organizational chart which shall be presented to the Governing Board for approval each year and for changes recommended during the interim.

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Approved: September 13, 2007

ADMINISTRATION 209

School Unit Administrative and Supervisory Personnel

The school shall be under the direct administration and supervisory control of the Executive Director.

Revised: August 14, 2014

Approved: September 13, 2007

Legal Ref.: Code of Virginia, § 22.1-293.

ADMINISTRATION 210

Administration in Policy Absence

In cases where action must be taken by the Executive Director and the Governing Board has provided no guidelines through policy or regulation for administrative action, the Executive Director shall have the authority to act, but his or her decisions shall be subject to review by the Governing Board at its next regular meeting. It shall be the duty of the Executive Director to inform the Governing Board promptly of such action and the need for policy.

Approved: August 14, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-70, 22.1-78
Banks v. Sellers, 224 Va. 168, S.E. 2d 862 (1982)

Cross Ref.: 119 Development of Policy
120 Policy Adoption, Revision, Suspension
121 Adoption of Regulations

[VSBA: CC]

ADMINISTRATION 211

Line and Staff Relationships

The Executive Director shall prescribe procedures and regulations to be employed in delineating line and staff relationships, so that the purpose of the school can be realized and each employee understand his/her relationship to others.

- A. Each employee of the school shall be instructed as to his/her responsibilities; the title and authority of the administrator from whom such instructions are expected; and the relationships of all personnel exercising direct, indirect, technical or administrative supervision over him/her.
- B. Any problem which any school employee cannot solve by his/her own efforts, within the limits of his/her authority, shall be referred to his/her immediate supervisor.
- C. Each employee shall be informed of the grievance procedure by which he/she has the right to appeal administrative decisions.

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Legal Ref. Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Cross Ref. 123 Governing Board – Staff Communications
208 Administration
215 Staff Communications
515-R Procedures for Adjusting Grievances – Teachers
542 Appeal Process for Demotion and Dismissal Procedure for Support Positions

[VSBA: CC]

ADMINISTRATION 212

Temporary Committees

The Executive Director shall have the authority to form or authorize temporary committees including members who are not employees of the Governing Board to aid him/her or the staff in formulating plans for carrying on the work of the schools. The work of such committees shall be advisory only and without expense to the school, unless budget funds are specifically provided for such purposes.

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Legal Ref. Code of Virginia, 1950, as amended, § 22.1-70.

Cross Ref. 119 Development of Policy
201 Principles of Administration
203 Role and Duties of the Executive Director

ADMINISTRATION 213

Adoption and Review of Administrative Procedures

The Executive Director has the responsibility of implementing Governing Board policy by the issuance of administrative regulations and/or procedures.

In order to expedite the work of the school, the Executive Director shall issue such administrative manuals, handbooks, or booklets of instruction as he/she may deem necessary for the effective administration of the schools, and shall provide the Governing Board with information copies. These manuals shall be made available to employees directly concerned. A copy of each manual shall be maintained for public inspection during regular business hours at each unit or schools. Insofar as the provisions of said manuals are not in violation of the policies and statutes of the state or the rules and regulations of the State Department of Education, such provisions shall be binding upon all employees.

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Approved: September 13, 2007

ADMINISTRATION 214

Investigations and Research by Non-School Agencies

Any proposal for testing, research, observation, or investigation involving students or employees must be approved by the Executive Director or designee pursuant to procedures promulgated by the Executive Director.

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Approved: September 13, 2007

Staff Communications

The Executive Director shall establish a communication program for the staff of the school, which will include the following:

- A. Planned, regular and recurring personal contacts between the administration and personnel in the school;
- B. School and school-wide meetings of faculty and key operational personnel;
- C. School-wide written communications media;
- D. School-wide reports;
- E. School-wide process to recognize the achievements and contributions of staff at all levels; and
- F. School-wide procedures for two-way communication.

Revised: August 14, 2014

Approved: September 13, 2007

Legal Ref.: Code of Virginia, § 22.1-253. 13:7.

Emergency Closings

The Executive Director has the authority for emergency school closings and shall develop specific procedures for implementing closings and appropriately notifying employees, students, and the public.

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School Governing Board Internal Audit Administrator

The School Governing Board Internal Audit Administrator working with the Chesterfield County Public Schools Internal Audit Department shall be responsible for providing internal accounting and auditing controls to assure compliance with applicable laws, contractual obligations and accepted accounting practices to safeguard against loss or inefficiency. Internal Audit shall have unrestricted access to all Governing Board records and documents, including records and documents of all schools, departments and programs, subject to applicable law. The Governing Board Internal Audit Administrator shall report to the Executive Director but shall have access to the full Governing Board relating to Governing Board audit matters.

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